

**Town of Hancock, New Hampshire
Job Description**

Position Title:	Chief of Police	Grade Level:	PD IV
Department	Police	Date:	5/4/2026
Reports to:	Board of Selectmen	FLSA Status:	Exempt

Statement of Duties: The Chief of Police, as the Chief Administrative Officer of the Town of Hancock Police Department, is responsible for the overall planning, administration, staffing and operation of a major department of the Town in a non-union environment in accordance with applicable local, state and federal laws and regulations. The employee is required to perform all similar or related duties.

Supervision Required: Under the policy direction of the Board of Selectmen, working from municipal policies and objectives and in accordance with applicable state and federal regulations and laws; individual establishes short-range plans and objectives for a major department, establishes Department performance standards and assumes direct accountability for department results. Consults with the Board of Selectmen whenever clarification, interpretation, or exception to municipal policies or additional direction may be required. The employee exercises responsibility in the development of a major department's operating and capital budgets and the recruitment and training of employees. The employee is expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility: The employee is accountable for the direction and success of department programs and services accomplished through others. The employee is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including recommending hiring, training and disciplining of employees.

The employee regularly supervises two (2) full-time officers, and one (1) administrative assistant. Work operations are subject to frequent, abrupt and unexpected changes in deadlines, volume of work, sudden emergencies, and goals due to uncontrollable or unpredictable circumstances, e.g., police emergencies. Employees may be physically separated for a substantial portion of time due to multiple work shifts or concurrent work

Confidentiality: In accordance with the State Public Records Law, the Police Chief has regular access at the departmental level to a wide variety of confidential information, including personnel records, client records, criminal investigations, and court records.

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Judgment: **Guidelines** only provide limited guidance for performing work assignments. They may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department's authority in interpreting the guidelines, ordinances, regulations or laws, in determining how they should be applied, and in developing operating policies.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

Work Environment: The work performed requires a high degree of individual tolerance to combinations of extremely unpleasant elements, or mental stress from constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well-being and/or safety may be compromised. Employee may be required to work beyond normal business hours in response to man-made or natural emergency situations/disasters on a 24/7, 365 days per year basis when in the community or the region, or to attend evening meetings.

Public Contact: Employee has constant interaction with local, state, and federal government officials, community leaders and other individuals to protect and promote government relations and the municipality's overall interest. Employees must possess a high degree of diplomacy and judgment. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well-being of the municipality.

Accountability: Duties include department level responsibility for technical processes, service delivery, contribution to municipal wide plans and objectives, and fiscal responsibility for the department including buildings, equipment and staff utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department programs or services, have adverse public relations, personal injury up to and including possible loss of life, and extensive financial and/or legal repercussions to the Town.

Occupational Risk: Duties may involve exposure to hazardous conditions. Job duties may entail the possibility for serious personal injury or exposure to conditions that could result in total permanent disability or loss of life. For example, danger of physical attack or work at heights in excess of thirty feet during extreme weather conditions. Extreme care and safety precautions are required at all times.

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Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Plans, coordinates, directs and oversees all staff resources regarding the provision of police law enforcement services for the Town in order to continuously improve the training, readiness and capabilities of the police department in accordance with applicable local ordinances as well as State and Federal laws and regulations.

Is required to perform all of the duties of a Patrolman, as well as those of Chief of Police.

Develops and oversees the establishment and implementation of performance standards, goals, and objectives of all department staff including professional development, training, discipline, maintenance of equipment, crime prevention, suppression of crime, community policing as well as maintaining the efficiency and effectiveness of all personnel.

Prepares and coordinates the presentation of the department's annual budgets and directs the expenditure of allocated funds; plans for and reviews specifications for new or replaced equipment and controls the expenditures of the department.

Ensures the completion of all Town forms such as payroll, requisitions and billing; administers contract management and development for the department.

Ensures departmental compliance with applicable local, State and Federal mandates.

Reviews, administers and develops the department's operating and capital budget plan to ensure adequate and timely replacement and/or repairs of department capital equipment.

Responds to incidents and assumes command at the scene of emergencies in accordance with department policies; provides back-up to other police personnel in accordance with NIMS and the Incident Command System.

Oversees the maintenance of the police department building, grounds, equipment and fleet; maintains and controls access to police department records, statistical data, evidence and property control.

Represents the Town at various ceremonial events and other local, County, State and national meetings in order to keep abreast of changes in the law enforcement field.

On behalf of the Board of Selectmen and the Town, communicates with and attends public events as requested by various local organizations, service clubs and civic groups.

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Oversees investigations of subordinates as required.

Appears before the State Legislature and Board of Selectmen and various legislative bodies to present testimony on proposed statutes, bills and/or ordinances affecting the police department. and testifies as a witness as necessary in official proceedings to assist the department's role in the judicial and administrative process.

Oversees the design and implementation of the department's community relations programs; attends related meetings as required.

Plans and implements programs to prevent and repress crime, apprehend and prosecute law violators; modify and adopt new programs and techniques to improve the effectiveness of the department.

Provides information and reports regarding the police department's activities and operations as required.

Performs special assignments as requested to include conducting independent research and prepares various reports for local, state and federal authorities as required regarding department operations.

Prepares applications and oversees the administration of grants awarded to the department.

Coordinates and cooperates with state and federal law enforcement authorities as necessary.

Responsible for communication with the public, media, local, state and federal officials relating to all activities of the department.

Seeks alternative grant funding and oversees the administration of awarded grants in support of department operations.

Required to attend training seminars or workshops to keep abreast of changes in applicable laws and regulations as well as law enforcement techniques including the utilization of technology in support of department operations.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree, a minimum of seven to ten (7-10) years of progressively responsible law enforcement experience of which three (3) of those years should be at a command or supervisory level; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

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Special Requirements: A candidate for this position should have a valid driver's license with no prior convictions for any violation which would have or did cause their driving privileges to be suspended or revoked. Must be certified or capable of being certified as a police officer by the New Hampshire Police Standards and Training Council, meet statutory and physical requirements as defined by the NH Police Standards & Training Council. Employee must successfully complete a personal background investigation and obtain a NCIC/NCH records check.

Knowledge, Abilities and Skill

Knowledge: Extensive knowledge of Federal and New Hampshire General Laws and Town By-laws as well as the principles and practices of modern police administration and law enforcement methods and techniques; extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration; thorough knowledge of statutes and ordinances relating to law enforcement; the ability to plan, organize, and direct the work of a number of subordinates performing varied operations connected with police and emergency medical activities. Working knowledge of criminal and juvenile justice systems. Working knowledge of technology including office software (i.e. word processing and spreadsheet applications), specialized police software, the Internet, social media and the Town's web site in support of department operations.

Abilities: Ability to supervise subordinates in a positive and effective manner and to delegate authority efficiently; ability to establish and maintain harmonious and productive working relationships with Town officials, law enforcement officials, and the public; ability to plan, assign, direct and review the work of subordinates and to direct large scale operations of personnel and equipment making sound judgments under stressful life-threatening situations; ability to deal with members of the public in a diplomatic and effective manner. Ability to perform the duties and functions of a police officer in emergency situations and to exercise sound judgment in enforcing laws and regulations in an impartial, legal manner. Ability to use firearms and department equipment in a safe, effective manner and to restrain violent persons or make forcible arrests.

Skill: Proficient oral and written communication skills. Effective supervisory and personal computer software skills in support of department operations. Effective budgetary skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Work involves frequent and recurring assignments requiring strenuous effort and endurance or quick reflexes to perform the work, such as lifting and carrying on a continuous basis for extended periods of time under adverse weather conditions, or regular travel on foot over rough terrain or barriers or to subdue or restrain violent persons or animals. Must

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maintain physical Fitness Standards as set forth by the NH Police Standards & Training Council necessary to maintain certification.

Motor Skills: Duties involve close hand and eye coordination and physical dexterity, manipulation and motor control under life threatening conditions that may require extreme accuracy. The manual skills required are comparable to those which might be needed in firing a gun accurately or operating safety vehicles at high rates of speed under adverse weather and/or road conditions. The employee is required to run, bend/stoop, crawl/kneel, carry, reach, climb/balance, push, pull, lift department equipment; drive motorized equipment at high rates of speed and under adverse weather and/or road conditions. The employee is required to talk, hear, stand, sit, walk or run for extended periods of time.

Visual/Auditory Skills: The employee is required to read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend often under adverse weather or stressful, life-threatening situations. The employee is regularly required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

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